



Director of Academies Partnerships & Programs

Job Type: Full-time, Salary

Reports to: Director of HR & Talent Initiatives

The Little Rock Regional Chamber is the principal business-driven leadership organization responsible for fostering the economic growth and development of the Little Rock region to ensure that business and industry may operate profitably and enhance the earning opportunities and quality of life for every citizen.

The chamber seeks an experienced, results-driven professional to serve as the Director of Academies Partnerships & Programs. The successful candidate must be dependable, discreet, collaborative, and passionate about improving educational outcomes for the students of Pulaski County and creating a viable talent pipeline for employers. Key factors for success in this role include being able to multitask, quickly identify and provide solutions, provide good customer service, work well with all members of the team, and achieve established goals.

Position Summary:

This position will work with the Director of HR and Talent Initiatives to ensure successful implementation of the Academies of Central Arkansas across all 12 high schools represented within the four public school districts in Pulaski County. A primary focus of this position will be the recruiting and onboarding of business partnerships for the Academies of Central Arkansas initiative. This position will also ensure successful ongoing relationship management of business and civic partners for the Academies of Central Arkansas schools in order to increase the academic success of students while supporting school staff, business partners and master plan objectives.

Principal Accountabilities:

- Serve as the primary account manager for Academies business partnerships; ensure that all partners are successfully navigated through the partner continuum; personally contact partners on a regular basis to assure their satisfaction with the experience
 - Partners should receive personalized emails, phone calls and in-person visits annually and specifically contact within the first 30 days of partnership
 - Schools should receive emails, phone calls and in-person visits annually
- Build strong working relationships school district administrators, school principals, academy coaches and teachers and post-secondary institutions through ongoing communications and collaborative initiatives
- Document all activities in the designated customer relationship management tool (Salesforce) in a timely, accurate and complete manner to assure a full picture of the partnership is up to date at all times
- Engage with partners to assure their participation in online data collection by providing training, encouragement and positive reinforcement
- Research, identify and follow up on potential partnership prospects
- Work collaboratively and proactively with the Chamber's Director of Marketing & Creative Services to assure partners are both receiving appropriate amounts of information and are being recognized
- In collaboration with the Chamber's Director of Marketing & Creative Services, manage the Academies of Central Arkansas's social media channels
- Develop and provide partner professional development and networking opportunities
- Provide support and input for grant applications and grant reports, taking the lead when appropriate
- In collaboration with the Director of HR & Talent Initiatives and the Chief Revenue Officer, help coordinate the annual Career Expo for freshmen students
- In collaboration with the Director of HR & Talent Initiatives, coordinate Operating Board, Steering Committee, Industry Council and School Advisory Board meetings for the Academies of Central Arkansas
- Performs other functions as assigned.

Knowledge, Skills & Abilities:

- A combination of education and experience may be substituted when proficiency is demonstrated
 - Bachelor's degree plus five (5) years' experience preferably in education, psychology, communications, business, marketing or public relations
 - Minimum of two years of successful experience in volunteer management, customer relations and/or community relations
 - Minimum of one-year experience working with school administrators and staff is highly preferred
- Exceptional written and oral communication skills are required
- Exceptionally strong inter-personal skills, including the ability to read and respond to body language and a wide range of personality types and backgrounds
- Must be comfortable, confident and outgoing in social settings
- Able to work independently and proactively without daily instruction, but must also be an engaged and participatory member of the larger team and have strong conflict resolution skills
- Creative and able to problem solve, set and accomplish goals, and meet deadlines
- Organized and able to keep accurate and detailed documentation
- Ability to manage sensitive information in a professional and confidential manner
- Intermediate computer skills essential, including a working knowledge of Salesforce, Microsoft Outlook, Word, Excel, PowerPoint
- Maintain active awareness and knowledge of community and regional issues in order to better relate to industry interests
- Existing connections to the regional business community is a plus
- Ability to work a flexible schedule as needed
- Valid driver's license and reliable personal transportation

Compensation and Benefits:

- Competitive compensation based on experience
- Benefits include: Medical, dental and vision insurance, paid vacation, holidays, sick leave and 401k

Working Conditions/Physical Demands:

The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. The Little Rock Regional Chamber provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.

This position requires:

- Work that may be performed in an intense, fast-paced office environment, depending upon assignment
- Requires ability to understand verbal communication and to respond effectively
- Positions in this class typically require: reaching, typing, grasping, feeling, talking, hearing, seeing and standing for long periods of time and repetitive motions in computer use
- Requires learning and adapting new software

The Little Rock Regional Chamber is an equal opportunity employer, dedicated to promoting a culturally diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability or any other basis of discrimination prohibited by applicable local, state or federal law.

How to Apply

Candidates must submit a cover letter, resume and references, combined into one PDF document to Kristi Barr, kbarr@littlerockchamber.com. Please include "Director of Academies Partnerships & Programs" in the subject line of the email.